

# Indiana Department of Education

## Licensing Verification and Information System (LVIS)



## How-to Guide for School Corporations

Indiana Department of Education Office of Education Licensing and Development (317) 232-9010



Indiana Department of Education  
SUPPORTING STUDENT SUCCESS



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## Welcome to LVIS!

Welcome to the Indiana Department of Education's (IDOE's) **Licensing Verification and Information System (LVIS)**. This online application system enhances self-service features to make it easier and faster for you to apply and receive credentials.

### LVIS Features:

- Create a personal profile and update it as needed.
- Instantly upload documents required for licensure.
- Receive automatic e-mail messages from the IDOE with application status updates.
- Print your credential the moment it is approved.
- Consolidate multiple licenses into a single educator credential.
- Record and track your Professional Growth Points (PGPs).
- Pay online with Visa or MasterCard.

### School Roles:

- **School Corporation Authority:** corporation level.
  - Approves district-wide applications. ie: substitute teacher applications, emergency permits, Transition-to-Teaching permits.
  - Can be more than one person in the school corporation.
  - Approves PGPs for building principals and central office personnel.
- **School Building Administrator:** individual school level.
  - Building-level administrators verify PGPs for license renewal.
- **CTE Director:** approves Workplace Specialist licenses. CTE directors receive special training.

## How to Create a Profile

- 1) Log-on to <https://license.doe.in.gov/> and click on the **Create Profile** button.



- 2) Complete the **Add Profile** form. **Please write down your username and password.** You will need these when you log-in again to print your license and update your information. Click on the **Create Profile** button.

**Add Profile**

Please enter your full legal name. Your name on your license will appear exactly as you enter it here. This information in the application is confidential according to IC 20-34-2-4(a)(1)(C).

\* Denotes required field

First Name:

Middle Name:

Last Name:

Primary E-mail:  Verify E-Mail:

Secondary E-mail:  optional

Do you have a valid Social Security Number?

Yes  No

SSN:

Confirm SSN:

Date of Birth:

Highest Education Level:

Address:

Address2:

City:

State:

Country:

Postal Code:

Primary Phone:

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User Name:

Password:  Passwords must match.

Confirm Password:

\* Passwords must contain at least 8 alphanumeric characters or symbols, not include your username, and include 2 of the following requirements:

- Capital letters
- Lower case letters
- Numerals
- Special characters

Security Questions:

Question 1:

Answer 1:

Question 2:

Answer 2:

Question 3:

Answer 3:

Image Verification:

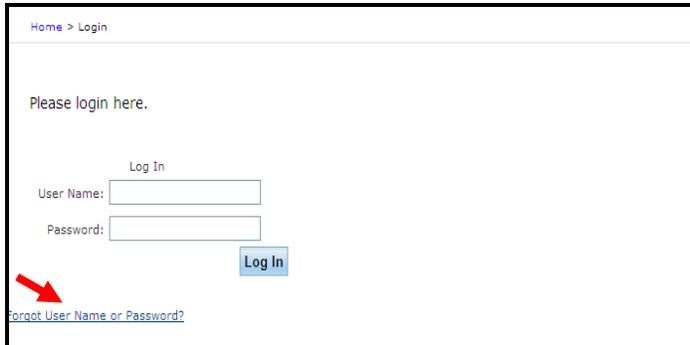
Please enter the above random verification.

Agree to Terms of Use / View Terms of Use / Close



## How to Look-Up Your Password

1. On the LVIS website at <https://license.doe.in.gov/> click on the **Log-in** button.
2. Click on the **Forgot Username or Password?** link.



Home > Login

Please login here.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)

3. Choose **I have forgotten my password**. Provide your username and complete the image verification. Click on the **Submit Request** button.



Home > Login > Profile Support

### Profile Support

Please select from the following support issues:

I have forgotten my password

I have forgotten my user name

**Password Recovery**

User Name:

 [Refresh Image](#)

Image Verification:

Please enter the above letter verification

[Submit Request](#)

4. Answer the three security questions you chose when completing your profile and click on the **Submit Request** button.



Home > Login > Profile Support

### Profile Support

**Security Question:** In what city or town did your parents meet?

Answer:  Answer is required.

**Security Question:** What color was the first car you owned?

Answer:  Answer is required.

**Security Question:** What is the middle name of the oldest person in your family?

Answer:  Answer is required.

[Submit Request](#)

5. Enter your new password and click on the **Change Password** button.



Home > Login > Profile Support

### Profile Support

**Security Question confirmed; please enter your New Password!**

Passwords must consist of at least 8 alphanumeric characters or symbols, not include your username, and include 3 of the:

- Capital letters
- Lower case letters
- Numbers
- Special characters

New Password:

Confirm New Password:

[Change Password](#)

- Your password has been reset. Enter your username and new password and click on the **Log In** button.

Home > Login

Please login here.

Your password has been reset.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)

## How to Change Your Username

- On the LVIS website at <https://license.doe.in.gov/> click on the **Log-in** button.
- Click on the **Forgot Username or Password?** link.

Home > Login

Please login here.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)

- Choose **I have forgotten my User Name**. Provide your first name, last name, and email along with the image verification and click on the **Submit Request** button.

Profile Support

Please select from the following support issues:

I have forgotten my Password

I have forgotten my User Name

User Name Recovery

First Name:

Last Name:

Email:

**IFTEP** Refresh Image

Image Verification:

Please enter the above random verifier

Submit Request

- Your user name will be sent to your email account. Check your email account to find the user name and then enter your user name and password and hit the **Log In** button.

Home > Login

Please login here.

Your username will be sent to you.

Log In

User Name:

Password:

Log In

[Forgot User Name or Password?](#)

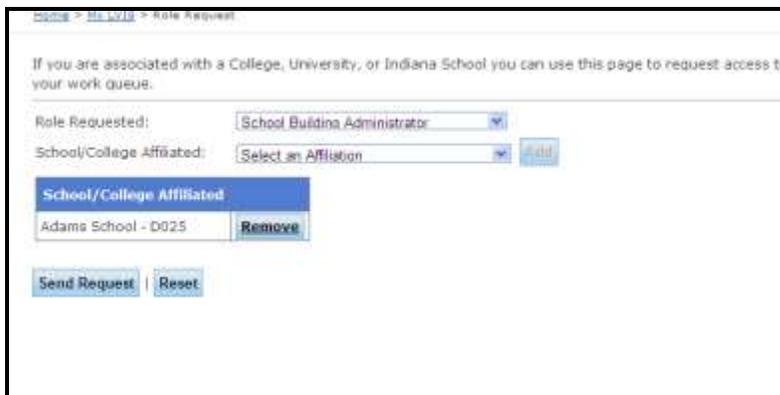
## How to Request a School Role

1. The **Role Request** page requests viewing permission related to duties as a Licensing Advisor, Career & Technical Education (CTE) Director, School Corporation Authority, or School Building Administrator.
2. Select the **Role Request** link from the right-hand menu bar.
3. Select the appropriate role from the drop-down menu.
4. Select your **school or college affiliation**.
5. Click on the **Add** button.



The screenshot shows the 'Role Request' page. At the top, there are navigation links for 'My LVIS' and 'Contact Us'. Below that, a breadcrumb trail reads 'Home > My LVIS > Role Request'. A message states: 'If you are associated with a College, University, or Indiana School you can use this page to request access to your work queue.' The form contains two dropdown menus: 'Role Requested:' with 'School Building Administrator' selected, and 'School/College Affiliated:' with 'Select an Affiliation' selected. An 'Add' button is next to the second dropdown. On the right side, there is a 'My Profile' menu with links: My LVIS, Edit Profile, Change Password, Edit Educational Background, Degree Change Request, School/School Corp, Employee, Role Request, and Name Change Request. Below that is a 'My Application' menu with links: Add Application, Workplace Registration Application, Application Status, Pay Pending Application, View Test Scores, View Your Licenses, and Professional Growth.

6. The information will appear in a table.
7. Click on the **Send Request** button.

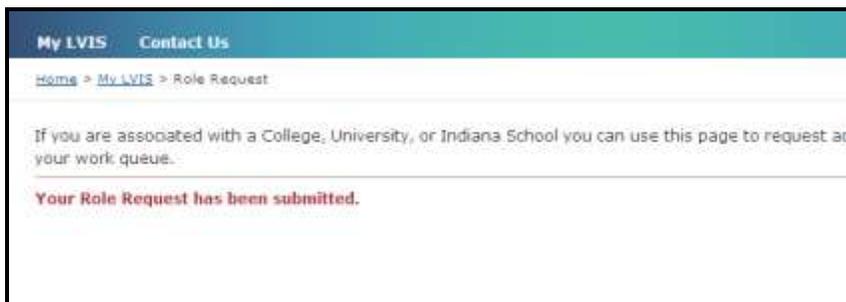


This screenshot shows the 'Role Request' page after an affiliation has been added. The 'Role Requested:' dropdown is still 'School Building Administrator'. The 'School/College Affiliated:' dropdown is now 'Select an Affiliation' with an 'Add' button. Below the dropdowns is a table with the following content:

School/College Affiliated	
Adams School - D025	Remove

At the bottom of the form, there are 'Send Request' and 'Reset' buttons.

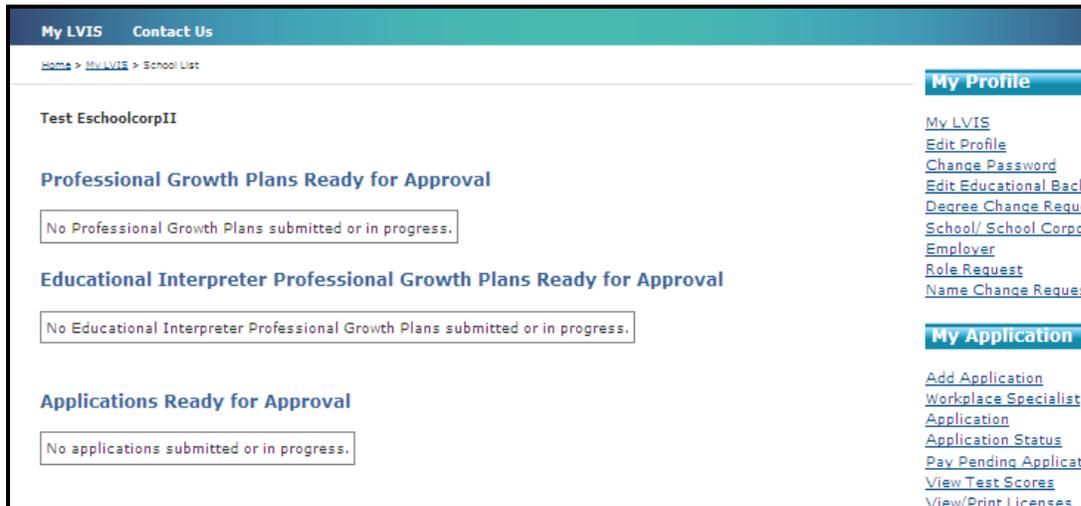
8. A confirmation screen will appear verifying successful submission.



The screenshot shows the confirmation screen. At the top, there are navigation links for 'My LVIS' and 'Contact Us'. Below that, a breadcrumb trail reads 'Home > My LVIS > Role Request'. A message states: 'If you are associated with a College, University, or Indiana School you can use this page to request access to your work queue.' Below this, a red message reads: 'Your Role Request has been submitted.'

## How to Access Your Work Queue

1. When your school advisor role is verified, you will be directed to the **School List** upon log-in. This will list all **Professional Growth Plans**, **Educational Interpreter PGP**s, and **Applications** ready for your approval.



The screenshot shows the 'My LVIS' interface. At the top, there are links for 'My LVIS' and 'Contact Us'. Below that, a breadcrumb trail reads 'Home > My LVIS > School List'. The main content area is titled 'Test EschoolcorpII' and contains three sections, each with a message box: 'Professional Growth Plans Ready for Approval' (No Professional Growth Plans submitted or in progress.), 'Educational Interpreter Professional Growth Plans Ready for Approval' (No Educational Interpreter Professional Growth Plans submitted or in progress.), and 'Applications Ready for Approval' (No applications submitted or in progress.). On the right side, there is a vertical menu bar with two main sections: 'My Profile' and 'My Application'. The 'My Profile' section includes links for 'My LVIS', 'Edit Profile', 'Change Password', 'Edit Educational Background', 'Degree Change Request', 'School/ School Corporation', 'Employer', 'Role Request', and 'Name Change Request'. The 'My Application' section includes links for 'Add Application', 'Workplace Specialist', 'Application', 'Application Status', 'Pay Pending Applications', 'View Test Scores', and 'View/Print Licenses'.

2. To return to the School List home page, click on Work Queue on the right-hand menu bar.



This is a close-up view of the right-hand menu bar from the previous screenshot. It shows the 'MY Application' section with links for 'Add Application', 'Workplace Specialist', 'Application', 'Application Status', 'Pay Pending Applications', 'View Test Scores', and 'View/Print Licenses'. Below this is the 'School Information' section, which is highlighted with a blue bar. A red arrow points to the 'Work Queue' link within this section. Other links in the 'School Information' section include 'Application Status Search' and 'Report Educator Change'.

## How to Change Your Professional Profile

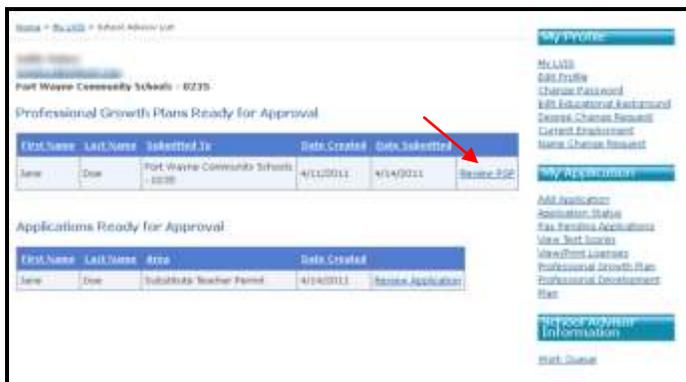
Click the hyperlinks on the right side of the screen to view the following pages:

- **My Profile**
  - *My LVIS* – Click this to return to the *My LVIS* page.
  - *Edit Profile* – Click this to change profile information.
  - *Change Password* – Click this to change password information.
  - *Edit Educational Background* – Click this to edit educational background.
  - *Degree Change Request* – Click this to change degree information.
  - *Current Employment* – Click this to add current employment information.
  - *Name Change Request* – Click this to request a name change.
- **My Application**
  - *Add Application* – Click this to add an application.

- *Workplace Specialist Application* – Click this to add a Workplace Specialist application.
- *Application Status* – Click this to check the status of a submitted application.
- *Pay Pending Applications* – Click this to pay for a pending application.
- *View Test Scores*- Click this to view your test scores submitted to the DOE.
- *View/ Print License* – Click this to print a copy of a license.
- *Professional Growth Plan* – Click this to review the PGP.
- *Professional Growth Plan Educational Interpreter*- Click this to review the PGP.
- Professional Development Plan- for Workplace Specialists- click this to review the PDP.

## How to Approve PGPs

1. In your work queue, click on the **Review PGP** link.



2. You should see the information the applicant has submitted for your approval.



3. If you wish to write a note about the PGP, please type it in the **Additional Notes** field and click **Save**.
4. If you wish to APPROVE the PGP, click on the **Verify PGP** button.
  - An **Agree to Verify** pop-up window will appear. Click **Verify PGP** to approve the PGP.
5. If you wish to DENY the PGP, click on the **Not Verify PGP** button.
  - An **Explanation for Not Verifying** pop-up window will appear. Please provide a reason for denial. Click on the **Not Verify** button to deny the PGP.

## How to Approve an Application

1. In the **Work Queue**, click on the **Review Application** link.

2. You should see the information the applicant has submitted for your approval.

3. If you wish to include a comment, please type your notes in the **Additional Notes** section and click **Save**.
4. If you wish to APPROVE the application, click on the **Verify Application** button.
  - An **Agree to Approve** pop-up window will appear. Click **Approve Application**.
5. If you wish to DENY the application, click on the **Not Verify Application** button.

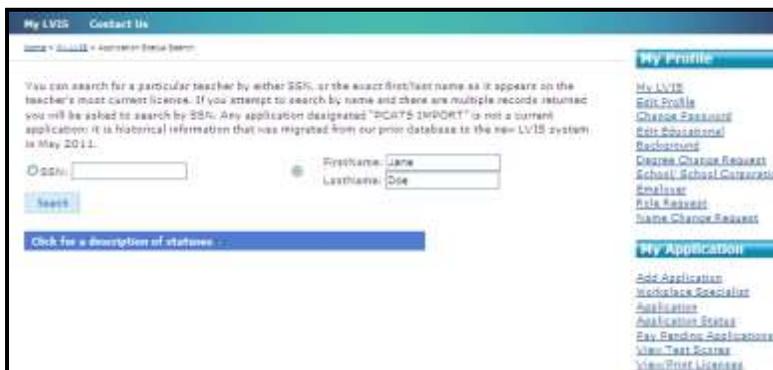
- An **Explanation for Not Verifying** pop-up window will appear. Please provide a reason for denial. Click **Not Verify** to deny the application.

## How to Check An Application Status

1. To check an educator's application status, click on **Application Status Search** on the right-hand menu bar.



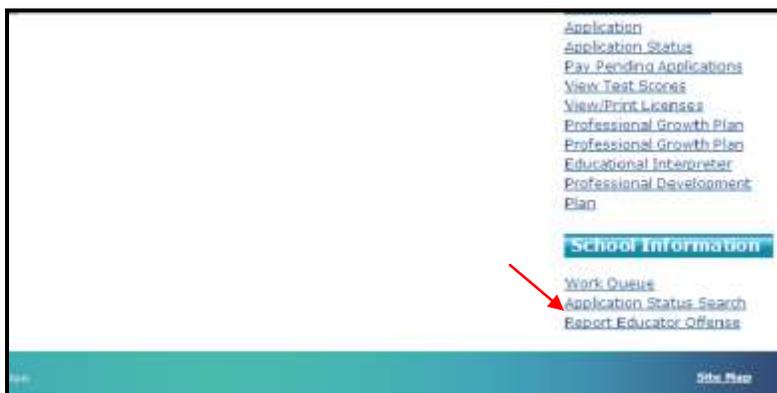
2. Enter either the **Social Security Number** or **First and Last Name** of the teacher. Click on the **Search** button.



3. **Need CRM**

## How to Report an Educator Offense

1. To report an educator offense, click on the **Report Educator Offense** link on the right-hand menu bar.



2. Complete the form and click on the **Submit Offense Report** button.

3. Upon successful submission a thank you message will appear.

## Still Have Questions? Contact Us!

1. Click on the **Contact Us** tab at the top of the homepage.

2. Describe your problem or question and click on the **Submit request** button.

## Coding Licenses FAQ

### How do you code multiple licenses?

These would appear as individual applications in LVIS, and would be coded accordingly.

### What are some typical reasons a Licensing Advisor would route the application to IDOE? Another school?

If the applicant is renewing with coursework from the recommending institution and is also adding a content area with a Praxis II test, the Licensing Advisor would code the renewal and then route the application to the DOE for the Praxis addition. If an applicant accidentally selects the wrong recommending institution, the Licensing Advisor could route the application to the correct recommending institution once that has been identified.

### When you enter the Content Area, is it required to click Add Content for Coding?

Yes. The content must show up in the Content Area for your review in order to proceed with that content.

### What happens when the LA incorrectly codes the license?

The LA must contact IDOE as soon as possible.

## Glossary of Terms

**Accomplished Practitioner License:** 10-year renewable license. Issued to those who meet the requirements for professionalization. Professionalization requirements can be found here: <http://www.doe.in.gov/student-services/licensing>. This license is equivalent to a professional license under prior rules.

**Advanced Degree Evaluation:** option for applicants with a Master's Degree in a subject that corresponds to a secondary licensure content area. Applicants must do all of the following: 1) teach for at least one year in grade K-12 or at the postsecondary level; 2) pass the licensure exam in the desired content area, and 3) be certified in cardiopulmonary resuscitation (CPR)/Heimlich maneuver. An eligible applicant receives an Initial Practitioner License.

**Conversion:** moving from an Initial Practitioner License to a Proficient Practitioner License. This may also refer to moving from Workplace Specialist I to Workplace Specialist II.

**Emergency Permit:** one-year permit issued at the request of an employing school district to fill an unmet staffing need. The applicant must have a bachelor's degree and may or may not already hold a teaching license. It is equivalent to a Limited License under prior rules.

**Indiana Mentoring and Assessment Program (IMAP):** required internship that all educators with Initial Practitioner Licenses must complete in order to be eligible for a five-year Proficient Practitioner License. The educator must enroll in both Year One AND Year Two of IMAP in order to complete the internship.

**Initial Practitioner License:** two-year license issued to novice teachers, school service personnel, or building level administrators while they complete the IMAP/residency program. The Initial Practitioner License may be renewed two times in order to provide additional time to complete IMAP. Once IMAP is complete, the license holder may convert to a five-year Proficient Practitioner License.

**Professionalize:** moving from a Proficient Practitioner License to an Accomplished Practitioner License.

**Proficient Practitioner:** five-year license issued to teachers upon completion of IMAP. Equivalent to provisional and standard licenses under prior rules.

**Transition to Teaching Permit:** alternative certification path that provides an abbreviated pedagogy component to persons who already hold a bachelor's degree and meet the grade point average (GPA)

requirement. The permit is a three-year, nonrenewable permit issued at the request of an employing school corporation for an individual who is enrolled in a Transition to Teaching program for a content area in which the school corporation is experiencing staffing difficulty.

**Troops to Teachers Evaluation:** evaluation for licensure for military or former military personnel taking into account traditional coursework, training provided by the military, and instructional/teaching experiences such as Junior Reserve Officer Training Corps (JROTC), etc. Eligible applicants may be eligible for educational reimbursement through Defense Activity for Non-Traditional Education Support (DANTES). The IDOE does not provide financial assistance or reimbursement; it assists applicants by determining eligibility and providing advice concerning options for completing licensure requirements.

**Visiting Teacher Permit:** three-year, nonrenewable permit issued at the request of an employing school corporation to a teacher from a foreign country who holds the equivalent of a bachelor's degree from an accredited institution, has completed a teacher education program in the teacher's country, and meets other requirements under 515 IAC.

**Workplace Specialist License I:** initial two-year license issued at the request of an employing CTE Director to an applicant with documented skill and work experience in a CTE content area.

**Work Place Specialist II:** five-year renewable license issued at the request of an employing CTE Director upon completion of the beginning teacher seminar required of a Workplace Specialist I License holder.

## Acronym Reference List

<b>AP</b>	Accomplished Practitioner
<b>CPR</b>	Cardiopulmonary Resuscitation
<b>CTE</b>	Career and Technical Education
<b>EI</b>	Educational Interpreter
<b>FAQ</b>	Frequently Asked Questions
<b>IDOE</b>	Indiana Department of Education
<b>IP</b>	Initial Practitioner
<b>IMAP</b>	Indiana Mentoring and Assessment Program
<b>LA</b>	License Advisor
<b>LVIS</b>	Licensing Verification and Information System
<b>OELD</b>	Office of Educator Licensing and Development
<b>PDP</b>	Professional Development Plan
<b>PGP</b>	Professional Growth Plan
<b>PP</b>	Proficient Practitioner
<b>WS</b>	Workplace Specialist